

# ACADEMIC COUNCIL

June 29, 2023

## Meeting Minutes

**Attendees:** N. Arnone, V. Beache, L. Bird, K. D'Ambrisi, K. Hammond, M. Hendrickson, L. Montgomery, D. Poole, C. Ranalli, R. Rohan, D. Schoenenberger, D. Warner

**Excused:** L. Renninger, E. Schwartz

*Minutes taken by L. Bird*

### **Reflection**

*"We are here to heal, not harm. We are here to love, not hate. We are here to create, not destroy." – Anthony Douglas Williams*

### **Approval of Minutes**

Director Montgomery motioned to approve the June 15<sup>th</sup> minutes and Director Schoenenberger seconded the motion. The minutes were approved as corrected.

### **Enrollment Update**

Dr. Warner reported that fall 2023 credit enrollment continues to surge. Once the fall ECAP students are registered, the totals will increase. Director Schoenenberger reported that the intakes for PALS has doubled. She also stated that ELL is booming.

The WSCE enrollment is growing, too. Dr. Ranalli shared that it is the highest in the last 20 years.

HCC is pursuing the ability to offer programs at the local prisons. It will not begin this fall.

### **Dean of Instruction Update**

Dr. Renninger was not available.

### **Dean of Distance Learning Update**

Dean Beache requested feedback regarding the 'Teaching and Learning Committee, Religious Observance Policy' draft that was emailed with today's agenda.

Linda Cornwell has already distributed individualized summaries of full-time faculty orientation to division directors. Contact Linda or Dean Beache if there are questions.

Brenda Huffman is sending emails to the newly hired ECAP adjuncts about gaining access to D2L. Direct questions to Brenda or Dean Beache.

Moving forward, any concerns about Inclusive Access should be directed to Dean Beache and she will partner with Tammy Crockett to resolve.

Dr. Warner confirmed that ideally, the goal is to have ECAP classes meet the minimum requirements for D2L starting in the fall semester. He requested that this continue to be monitored until it becomes culture.

Directors and faculty with QM roles should have already received notification about the new QM rubric and the training required to maintain their status with QM. Dean Beache is encouraging everyone to take this training over the next 6 months, before QM begins charging the college a fee for participants.

**Dean of Planning and Institutional Effectiveness Update**

Dr. Ranalli shared that the grade distribution reports were emailed. She explained that PIE would be happy to develop any other needed reports, but to remember to check their ‘Fact Book’ for data prior to submitting a request.

Middle States is moving along and data requests have been received.

Dr. Ranalli mentioned that faculty are needed to serve on Shared Governance committees. Dr. Hendrickson mentioned that Dr. Schwartz was working on securing faculty for the various committees.

**Faculty Assembly Chair Update**

Dr. Schwartz was not available.

**Kirwan Update**

There was a meeting yesterday. Many things still need to be worked out. It was shared that Dr. Willow is onboard with compromising with us like we are with them. The WCPS drop/add date is one day off from the HCC date. Prior approval will be needed to drop a class. Attendance will need to be reported for ECAP students that are full-time and taking on HCC’s campus.

Dr. Warner explained that Dr. Willow’s reports are static. Craig Fentress has requested to meet with the WCPS IT department to work on some concerns. The WCPS/HCC data sharing agreement is not up-to-date. Dr. Warner requested that the focus be on who was asking for document – Dr. Willow. Many of the WCPS ECAP students have not applied for admission to HCC.

There continues to be an issue with the ‘batch’ ECAP enrollment data that IT requested the office associates complete. The known issue is that the classes must be verified since the WCPS data continues to change all of the time. Dr. Willow believes his list is only 70-80% accurate; therefore, the IT request should be ignored for now. Director Schoenenberger, in her capacity as Interim VPAASS, will be meeting with IT (perhaps S. Lietuvnikas and J. Seiler), Dr. Hendrickson, Director Montgomery, Dr. Poole, and Director Arnone to work on the ‘batch’ enrollment concerns. Timelines should be developed for next year.

Director Schoenenberger also explained that they are analyzing student readiness (meet criteria for the class they are in). There was discussion about the potential for 9<sup>th</sup> graders to be in some of the classes. Those students must meet HCC’s and Blueprint standards.

**Positions / Vacancies**

- No new applications received for the faculty cybersecurity position
- Flyers sent to colleges for the open medical sonography faculty position
- Six applications have been received for the assistant technician position in the Kepler
- Josué López accepted the position of foreign languages faculty
- Kathy Boswell-Smith is now the office associate for the English and humanities division
- Part-time office associate (Fletcher Center) position is now open

**Other/Announcements**

The next meeting will be held on July 13, 2023, from 9-11 am in STC-182

**Future Meetings**

July 13, 2023	August 10, 2023	September 7, 2023
July 27, 2023	August 24, 2023	September 21, 2023

cc: J. Klauber, H. Soeffker-Culicerto, C. Ohl-Gigliotti, C. Ranalli, B. Kirkpatrick, faculty, division office associates